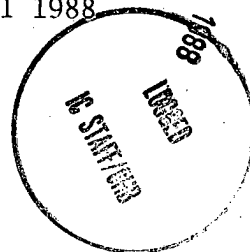


~~CONFIDENTIAL~~

Admin - SR

ICS 6320-88  
1 April 1988

MEMORANDUM FOR: IC Staff Directors and Committee Chairmen

FROM: [REDACTED]

Chief, Administrative Staff, ICS

SUBJECT: Designation of ICS Personnel Responsible  
for the Preparation and Certification of  
Time and Attendance ReportsREFERENCE: Memorandum DCI/ICS 6269-87 dated 1 December 1987,  
same subject (Rescinded)

1. In accordance with [REDACTED] and effective this date,  
the following designated ICS personnel are responsible for the preparation  
of Time and Attendance Reports for the offices indicated:

<u>Office</u>	<u>T &amp; A Clerk</u>	<u>Black</u>	<u>Secure</u>
---------------	------------------------	--------------	---------------

O/D/ICS

AS

AS/Registry

CCI&amp;SCMO

R&amp;EO

COMIREX Staff

CMX/OD

CMX/OD  
(CRB, OAB)

CMX/OD/SRB

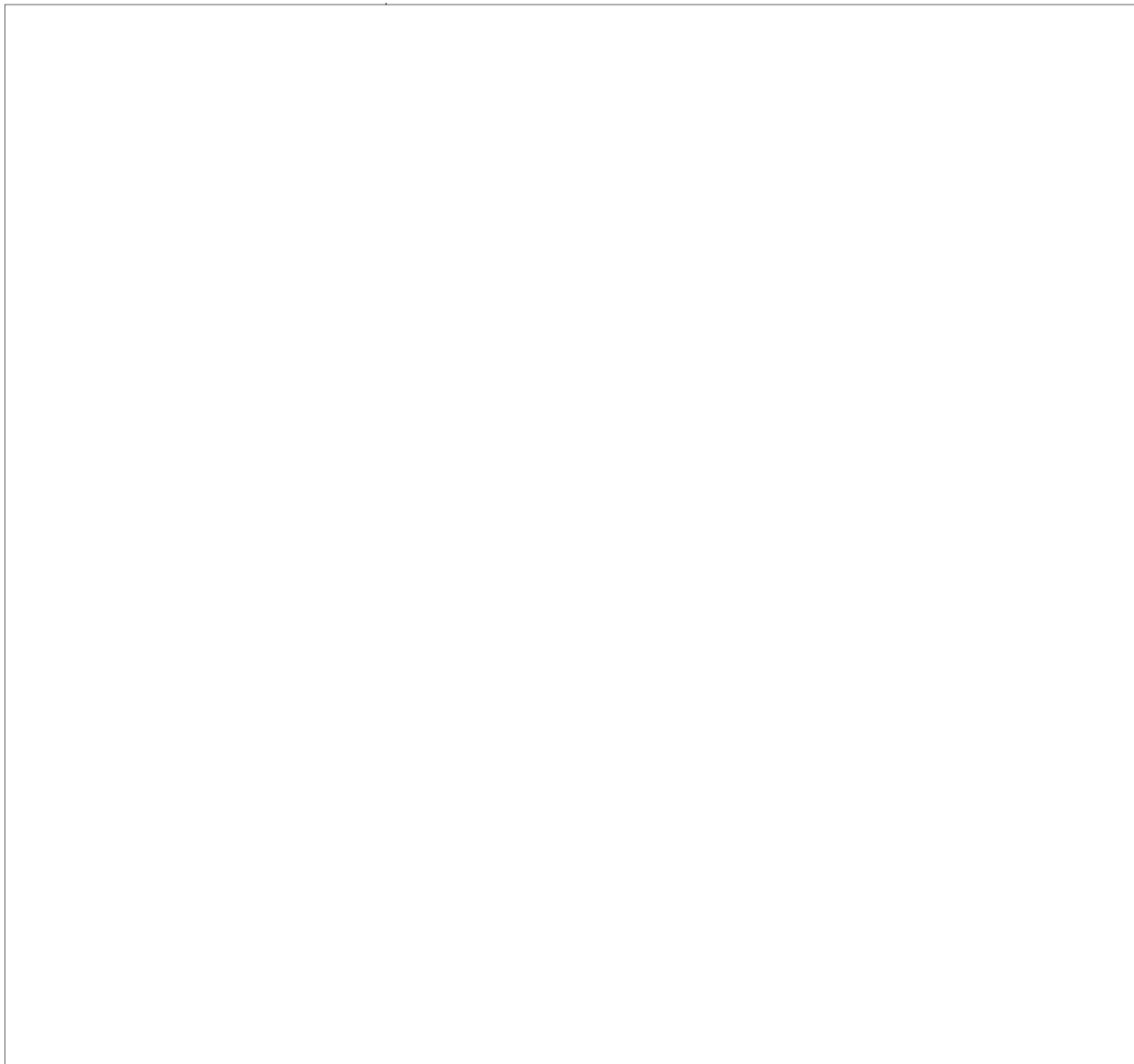
EXRAND

~~CONFIDENTIAL~~

CONFIDENTIAL

Subject: Designation of ICS Personnel Responsible for the Preparation  
and Certification of Time and Attendance Reports

25X1



25X1

2. Specific responsibilities and instructions for time and attendance reporting are contained in [redacted] a copy of which is on file with the Administrative Staff. All Time and Attendance Reports should be processed and turned in to the Administrative Staff NLT 1200 hours on Friday of the end of the pay period for forwarding to the Payroll Office.

CONFIDENTIAL

**Page Denied**

Next 1 Page(s) In Document Denied

CONFIDENTIAL

Subject: Designation of ICS Personnel Responsible for the Preparation  
and Certification of Time and Attendance Reports

Distribution: ICS 6320-88

Original - File: T&A Memos

1 - B&F/ICS

1 - Chrono

1 - ICS/REG

25X1

DCI/ICS/AS/DRS/lds

1 April 1988

CONFIDENTIAL